



# City of Chandler Parks and Recreation Divisions

## SPECIAL PARK USE REQUEST\*



**\*For private functions only.** A Special Park Use Request will only be approved in conjunction with a pavilion reservation permit. At no time will a Special Park Use Request be approved for a neighborhood park or with an athletic field or court reservation. Community event requests (events open or advertised to the general public) must be made on the Special Event Application form and submitted to the Special Events Committee for approval at least ninety (90) days prior to event date. For information on the Special Event Application process and to view the Special Event Handbook visit [www.chandleraz.gov/special-events](http://www.chandleraz.gov/special-events).

NAME: \_\_\_\_\_ # OF GUESTS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_ RESERVATION START/END TIME: \_\_\_\_\_ / \_\_\_\_\_

PARK: \_\_\_\_\_ PAVILION: \_\_\_\_\_ PAVILION PERMIT #: \_\_\_\_\_

**EQUIPMENT FOR APPROVAL** (please check all that apply and fill in number(s) of items you are requesting):

- |  |   |
|--|---|
| <input type="checkbox"/> Amplified sound: <input type="checkbox"/> Professional DJ <input type="checkbox"/> Portable stereo system | <input type="checkbox"/> Inflatable bounces, # of bounces _____             |
| <input type="checkbox"/> Canopy (no larger than 10' x 20'), # of canopies _____  | <input type="checkbox"/> Petting zoo (parking lot only), # of animals _____ |
| <input type="checkbox"/> Use of electrical outlets at pavilion   | <input type="checkbox"/> Pony rides (parking lot only), # of ponies _____   |
| <input type="checkbox"/> Other _____   |   |

**RESTRICTIONS** (if not followed, could result in citations):

- Requests are required at least ten (10) business days in advance of the event and are **only approved for the City's Community or Regional parks**. (See list on [www.chandleraz.gov/parks](http://www.chandleraz.gov/parks)).
- Requests for portable restrooms, water features, rock walls, portable fencing, or manufactured tents will NOT be approved.
- Due to field maintenance and heat, inflatables are NOT allowed from May 1 - October 1.
- Staking any items into the ground is not allowed.
- Electrical outlets at the park pavilions are for **small appliances** only (no more than 15 amps) and require advance notice to ensure they are working. Inflatable bounces and similar types of equipment require a generator.
- Obnoxious behavior or excessive noise is prohibited per City Code Section 5, Chapter 31-7.E. The volume of music must be kept low enough to not disturb other area users. All music must conclude by 10:30 p.m.
- Disturbing or interfering with any individual, party, or group using a Park or Facility is prohibited per City Code Section 5, Chapter 31-5.Q.
- Vehicles are allowed in designated parking areas only. Driving into parks on sidewalks, turf or landscaped areas to load or unload equipment is prohibited per City Code Section 3, Chapters 11-9.2 and 12-4.
- The City of Chandler requires a certificate for insurance (\$1 million coverage) from any company providing equipment.

EQUIPMENT RENTAL COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

**SUBMIT TO:** Community Center, 125 E. Commonwealth Ave., Phone: (480) 782-2727 / Fax: (480) 782-2734 or  
Tumbleweed Recreation Center, 745 E. Germann Rd., Phone: (480) 782-2900 / Fax: (480) 782-2929

***The Community Center staff reviews all Special Park Use Requests except for those requested for Tumbleweed Park, which are reviewed by the Tumbleweed Recreation Center staff.***

OFFICIAL USE ONLY: ☐ DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ APPROVED: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ DENIED: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTES: \_\_\_\_\_